

Annual Disabled Veterans Affirmative Action Program (DVAAP)
Plan Certification - Fiscal Year 2008

Please type or print clearly and return this sheet **with an original signature** to:

Mark Doboga
Deputy Associate Director for Talent and Capacity Policy
U.S. Office of Personnel Management
1900 E Street NW, Room 6551
Washington, DC 20415-9700

IDENTIFYING INFORMATION

A. Name and Address of Agency

National Nuclear Security Administration (NNSA)
Office of Diversity and Outreach
1000 Independence Avenue, SW
Washington, DC 20585

B. Name and Title of Designated DVAAP Official (include address, if different from above)
Telephone and Fax Numbers:

Mary Ann Fresco Phone: (202) 586-8253
Director, Office of Diversity and Outreach Fax: (202) 586-2531

C. Name and Title of Contact Person (include address, if different from above)
Telephone and Fax Numbers:

Yolanda Girón Phone: (505) 845-5517
EEO and Diversity Program Manager Fax: (505) 845-4963

CERTIFICATION:

I certify that the above named agency:

(1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 U.S.C. § 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE Mary Ann Fresco DATE 10/24/08
Mary Ann Fresco, Director, Office of Diversity and Outreach, NNSA

SIGNATURE Yolanda Girón DATE 9/29/08
Yolanda Girón, EEO and Diversity Program Manager, NNSA Service Center

Annual Accomplishment Report
For Disabled Veterans Affirmative Action Program (DVAAP)
FY 2008

INTRODUCTION

This report represents the FY 2008 accomplishments for disabled Veterans for the NNSA, including Headquarters, eight Site Offices, and one integrated Service Center. The total number of permanent NNSA employees was 2,673 in FY 2008 and 2,561 in FY 2007.

The NNSA is committed to ensuring the recruitment and retention of the most highly qualified and diverse workforce represented of this nation. Accomplishments to date are listed below.

1. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

The NNSA promotes the use of special hiring authorities and recognizes that employment of disabled veterans is important in maintaining a diverse workforce. NNSA follows the Competitive Service Merit Promotion Plan, the Veteran's Readjustment Appointment, and the Veterans Employment Opportunities Act of 1998 for considering and selecting qualified candidates for employment and promotion, including 30 percent or more disabled veterans. Veteran's preference is applied for delegated examining competitive recruitment actions. In addition, all vacancy announcements indicate that applications are accepted from individuals with disabilities for initial employment opportunities. NNSA's vacancy announcements are also disseminated to a variety of minority, disabled, and veterans' organizations through the Office of Personnel Management's (OPM) job website via an on-line application tool that was procured by the DOE and used by several Federal agencies. This tool complies with the Rehabilitation Act. Applicants who do not have access to computers, or the skills to use the system, may call the Office of Human Capital Management Services point of contact designated on the vacancy announcement to make other arrangements for applying.

The NNSA's Office of Human Capital Management Services has an appointed Program Manager for Special Accommodations. The Program Manager participates in regularly established meetings with the Committee for People with Disabilities and other special program activities to address concerns and issues. Visits to two- and four-year colleges and universities were made to increase awareness of Federal job opportunities at NNSA. With the new OPM regulations affording greater flexibility for verification documents, it is anticipated that a greater number of disabled applicants may apply.

2. Methods used to provide or improve internal advancement opportunities for disabled veterans. Please indicate specific efforts and accomplishments in providing developmental (formal training) opportunities for veterans in your narrative.

- NNSA's Chief Learning Officer is developing an "InTeach" program to tap into the tacit knowledge of all NNSA employees. InTeach will use NNSA employees to teach other NNSA employees on a wide variety of subjects and NNSA programs. Any NNSA employee can participate, as a student and/or teacher. The majority of the events taught under InTeach will be digitized, primarily via videotape, and publicized to all NNSA employees through the NNSA Intranet. This provides all employees at the entry, middle, and senior levels opportunities to participate either by attending live sessions or through video.
- The NNSA Chief Learning Office launched a new career path/career option initiative. This initiative provides all NNSA Federal employees with a tool to navigate their career by identifying competencies, skills, knowledge, and relevant experience needed within each career path. The tool showcases development opportunities and available learning engagements to assist individuals build specific competencies. Additionally, the tool blends workforce planning initiatives and emerging career opportunities to assist employees in visualizing different options available within NNSA. Employees can then establish clear career paths that fit individual needs which complement the agency's work force needs. This initiative provides all employees with the ability to manage their career opportunities by matching developmental opportunities with training activities to secure their career of choice.
- NNSA recognizes there must be a variety of developmental opportunities for all employees, to ensure a diverse and capable workforce. In that effort, NNSA began researching a mentee-driven NNSA mentoring program in 2008. The design of the mentoring program is mentee driven in that the developmental needs and objectives are based on the mentee. In addition, this program will provide all employees access to management and senior leaders not typically offered in traditional hierarchies. The mentoring program is also complimented by using a web-based program which will allow for mentoring relationships throughout the nation.
- The Mid-Level Leadership Development Program (MLDP) was implemented by NNSA in FY 2006, and is one tool the NNSA developed to build a pool of diverse and qualified personnel who are prepared to assume leadership roles in the organization. The MLDP does not guarantee career advancement or career change without competition; however, the program may increase the skills of the individual and could result in additional career development opportunities. During FY 2006, 20 NNSA employees were competitively selected to participate in the Mid-Level Leadership Development Program (MLDP). Of these 20, 15% were Veterans and 5% were 30% or more disabled. Sixteen participants completed the program in December 2007.

A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.

- In FY 2008, the NNSA's Chief Learning Office and the Learning and Career Development Department created an NNSA-wide corporate approach to leadership development and an adjunct selection process. The approach provides a central fund (training and travel) for participants who are selected into an NNSA approved/sponsored leadership development program (NNSA currently funds fourteen programs). The selection approach provides an equitable playing field for all NNSA employees to apply for a leadership development program. This new process identifies clear standards and guidelines for the diverse senior management selection panel to follow in determining the NNSA selectee.
- The NNSA's Human Capital Management Strategic Plan provides strategies to recruit and retain a highly qualified and diverse workforce. The Plan includes improved marketing of the NNSA, streamlining the application process, targeting recruitment pools/areas of consideration, and aggressive use of recruitment and retention incentives. In regard to recruitment and succession planning, all NNSA organizations identify critical hiring needs and assess current and projected skills gaps that, coupled together, provide an annual budgetary framework for job creation and recruitment activities. These goals and objectives are also monitored annually.

3. An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress.

NNSA has a total of 731 veterans, of which 166 are disabled veterans. As of September 2008, the total number of veterans with 30% or more disability increased from 84 in FY 2007 to 96 in FY 2008.

Of the 96 veterans with 30% or more disability, 9 were promoted. The breakdown follows:

Grade Pay Band	NNSA Location	Number of Promotions	Ethnic Origin
NQ 02 (GS9-11)	Service Center Los Alamos	2	1 White M 1 Hispanic M
NQ 03 (GS13-14)	Service Center	2	1 African American F 1 Asian M
NU 03 (GS9)	Service Center	1	1 White M
NV 01-03 (GS8-12)	Office of Secure Transportation	4	4 White M

During FY 2008, NNSA hired 13 Veterans with a 30% or greater disability.
The list of new hires is provided by grade, NNSA facility, and ethnicity.

Grade Pay Band	NNSA Location	Number of New Hires	Ethnic Origin
GS-07	Service Center	1	1 African American F
GS-08	Office of Secure Transportation	2	1 African American M 1 Hispanic M
GS-12	Los Alamos	1	1 Hispanic M
GS-13	Service Center Livermore Office of Secure Transportation	3	1 American Indian M 1 Hispanic M 1 White M
NN 03/04 (GS12-15)	Las Vegas Oak Ridge	2	2 White M
NQ 01-03 (GS5-14)	HQ Office of Secure Transportation Las Vegas Los Alamos	4	1 Hispanic M 1 White M 1 Asian F 1 White M

**DISABLED VETERANS ACTION PLAN
FY 2008**

- 1. Provide a statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled.**

It is the policy of the NNSA to support the recruitment and advancement of disabled veterans. To that end, NNSA, recruits and hires qualified disabled veterans, especially those who are 30 percent or more disabled. To the fullest extent possible, NNSA provides disabled veterans opportunities to develop and advance their careers.

- 2. Provide the name and title of the official assigned overall program leadership for the action plan.**

Mary Ann E. Fresco, Director, Office of Diversity and Outreach

Yolanda Girón, EEO and Diversity Program Manager

- 3. Provide an assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled.**

Statistical Data as of September 2008

	# Employees	# Veterans	# Disabled Veterans	# 30% Disabled Veterans	% of 30% Disabled Veterans to Total Population
NNSA	2,677	731	166	96	3.6

- 4. Provide a description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30% or more disabled.**

The NNSA promotes the use of special hiring authorities and recognizes that employment of disabled veterans is important in maintaining a diverse workforce. In terms of recruitment, all vacancy announcements indicate that applications are accepted from disabled veterans for initial employment opportunities.

NNSA continues to disseminate vacancy announcements to minority, disabled, and veteran organizations by posting vacancy announcements on the Office of Personnel Management job website.

The Office of Secure Transportation (OST) also has a formal recruitment program for Nuclear Materials Courier positions (Federal Agents) that includes strategies for recruiting women and minority applicants who are underrepresented in this job series. The OST

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regularly advertises job opportunities for Nuclear Material Couriers. The typical media used most often involves input into technical journal websites or distribution of flyers. These sites include the National Organization of Black Law Enforcement Executives, Hispanic American Police Command Officers Association, National Latino Peace Officers Association, National Asian Police Officers Association, National Native American Law Enforcement Association, Women in Federal Law Enforcement, and Women in Policing.

4. Provide a description of how the agency will provide or improve internal advancement opportunities for disabled veterans.

The Department, through the Chief Human Capital Officer, encourages managers to establish and recruit for developmental positions in order to support workforce and succession planning initiatives. From an operational level, the Human Resources Consultants provide technical advice and council to NNSA managers in exploring options to establish new, or restructure recently vacated senior level positions, to provide developmental opportunities. Other programs, such as upward mobility and career ladder opportunities, are considered viable recruitment and placement strategies and customers are encouraged to pursue the use of these tools.

Maintaining an effective EEO and Diversity training program are strategic to providing and improving internal advancement opportunities for disabled veterans. The NNSA manages the discrimination complaints process that includes prohibited discrimination based on race, color, religion, sex, national origin, age, or disability.

Reasonable accommodations are provided to disabled veterans. Accommodations may include purchase of specialized equipment, facility modifications, and adjustments to work schedules or job duties.